

**MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES
WEDNESDAY, 13 April at 6.00PM**

1. **1. Present:** Robyn Woodall, Mikaere October (Principal), Jane Scorey, Nick Crawford, Ella Singh (Student Rep), James Petronelli, James Stainton, Paora Toi Te Rangiuiaia & Brent Simpson (Staff Rep)
- 2.
3. **Apologies:** Gary Wilton
4. **Absent:**
- 5.
6. **Presentations & Deputations**
- 7.
8. **1. Karakia**
- 9.
10. **2. In-committee correspondence and general correspondence**
- 11.
12. ***22/22 Move THAT in terms of Section 47 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this meeting because the Board wishes to discuss matters relating to staff and students for the reason that discussion of these matters in public would infringe on the privacy of a natural person under Section 9 (2) (a) of the Official Information Act. Robyn – carried.***
- 13.
14. ***The meeting moved into in-committee at 6:05pm.***
15. ***The meeting moved out of in-committee at 6:09 pm.***
- 16.
17. ***24/22 Move THAT the in-committee correspondence is received - Jane/Mikaere carried unanimously***
- 18.
19. **3. Sub-Committee Reports**
- 20.
21. **Property & Finance**
22. **Discussion points:**
23. The most recent Property & Finance Meeting was held on April 6th and we are continuing along very nicely with all the plans currently in place.
24. New roadworks have begun at the Donald Bruce roundabout and will run for the next 16 weeks between April 11 - August 11. There are traffic delays for both Waiheke High

- a. School and Te Huruhi Primary School. Downer is unable to suspend the roadworks for morning commuters. Mikaere has sent out clear communication to parents regarding these traffic delays.
25. The Board requests BOT members be included in all future communication sent out to Waiheke High School parents.
26. There is discussion around the plans to turn the old tennis courts into multi use courts. This project has the potential to be a great resource for our community.
27. **Health & Safety**
28. **Discussion points:**
29. There are no questions regarding the minutes from the H&S Meeting from March 31, 2022.
30. ***Robyn Woodall left the meeting at 6:18pm.***
- 31.
32. ***25/22 Move THAT the Finance & Property Report is accepted - Mikaere/Brent carried unanimously***
- 33.
34. ***26/22 Move THAT the Health & Safety Meeting Minutes are accepted - Jane/Brent carried unanimously***
- 35.
36. **4. Principal's Report**
37. **Discussion points:**
38. Covid isolation and household contacts have been a key challenge during Term 1. The school has kept running with a hybrid learning model in place. NZ moves to the Orange traffic light system on April 14. We will continue to follow the guidelines set by the Ministry of Education regarding mask wearing. Mikaere will update the community in the second week of the school holidays regarding the mask use guidelines for Term 2.
39. ***The meeting moved into in-committee at 6:28pm.***
40. ***The meeting moved out of in-committee at 6:37 pm.***
- 41.
42. **Academic Report**
43. The Academic Report shows everything is progressing as we would expect this early in the school year. At the next Board Meeting we will have a better idea of exactly how we're tracking. There is nothing of any real concern at this time.
44. Mikaere has spoken with Faculty Leaders regarding the valuable process of Faculty Reviews. The main focus at this time is the achievement of boys, Maori and Pacifica in addition to the overall achievement of the school as a whole. Mikaere is in talks with Literacy Coordinator, Emma Musson regarding a long term plan for English.

45. There is discussion around a set template for Faculty Reports that is lateral across all faculties and outlines who, why and what needs to happen next. Faculty Leaders report back on their annual goals to the Principal and then finally to the Board. The Board suggests each leader feel comfortable to come forward with any issues preventing them from doing their job.
46. There is the suggestion around the use of a color coded RAG Report (red/amber/green) displaying directions and goals i.e. The school's vision and mission along with a) What is our objective b) What is our goal c) What are our actions/results d)What we expect to see.

47. Annual Plan

48. The Annual Plan evaluates how we are tracking each month by breaking down the goals with baseline data, measurable actions, outcomes and reasons.
49. In order to engage students we are presently reviewing our school's structure to promote more inclusiveness and diversity. There's currently a review of our Tuck Shop Food & Drink policy, BYOD and the school uniform.
50. At present we have over 20 staff signed up for an online Te Reo Maori course on their own time.
51. Our academic outcomes focus largely on NCEA and on our Junior Program between Years 7-10. With two Primary Schools feeding into WHS, as a WAICOL, we are looking at ways to improve communication to make the transition easier for younger students and clearer for their parents. Our goal is a more universal system with a focus on literacy and numeracy.
52. Academically, Waiheke High School is in the top 5% in NZ when it comes to NCEA. WHS has performed exceptionally well for a long period of time and Mikaere wants the school to strive to be the best it can be.
53. Waiheke High School students have an advantage with smaller class sizes for our university approved subjects. Our students are able to get the help they need in order to achieve exceptional results.
54. There is currently a change in the culture of our school. Our teachers are working in a high trust environment, they are skilled and feel comfortable coming forward with any issues or opportunities for the Principal and/or the Board.

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58. The Pastoral Report

59. Attendance has been low which is to be expected when compared to pre-Covid19. Next term we plan to engage with whanau and students, encouraging them to reconnect with teachers.

60. There have been no suspensions or stand downs since the last Board Meeting.

61. The Food & Drink Report

62. By Week 3 of Term 2, the new 'Breakfast Club' Program will be up and running every morning at 8:00am. There will also be a 'Grab & Go' Muesli Bar/Fruit Stand emphasizing the fact that this food is available to all our students. Items on the 'Grab & Go' Stand will be supplied by Amelia from Waiheke Budgeting Services.

63. Actionable Steps:

64. Update our existing Food & Drink Policy to include the national guidance and School Doc policies on healthy food standards.

65. Review the provision of food and drink options within the Tuck Shop looking specifically into healthier options, dietary alternatives (Gluten-Free, Vegan, Vegetarian) cost, hygiene and waste management (i.e. bring your own container). We've listened to our students and we will not become a water only school.

66. We are currently working on the taste and temperature of the drinking water within the school.

67. The Board is happy for Mikaere to work with the student body regarding the Food & Drink policy and to reach out to Te Huruhi Primary School with our ideas and actions.

a.

68. 27/22 Move THAT the Principal's Report is received - Brent/Paora carried unanimously.

a.

69. 5. Minutes from the Previous Meeting

70. 28/22 Move THAT the meeting minutes submitted for the board meeting held on 9 March 2022 are true and correct – Mikaere/Jane carried unanimously.

71. The meeting moved into in-committee at 7:35pm.

72. The meeting moved out of in-committee at 7:38 pm.

73.

74. 29/22 Move THAT the in-committee minutes submitted for the board meeting held on 9 March 2022 are true and correct – Mikaere/Jane carried unanimously.

75. 6. AOB

76. Audit for 31-12-2021

77. Auditors from RSM Hayes were at the school yesterday from 8:00am-5:30pm to complete their audit planning for the year ending December 31, 2021. There will be a report that comes out after their visit.

78. School Docs

79. The School Docs website contains generic school policies and recommendations structured term by term. School Docs will update policy wording changes to documents on Waiheke High School's behalf once an online form with user details and email address is submitted.

80. Actionable Steps:

81. Ahead of each meeting the BOT Secretary is to send out pre-reading for the upcoming School Docs policies to be reviewed by the Board. Mikaere is to create a set of structured questions to enable the Board to briefly review a few School Doc policies per meeting.

82. Meeting closed at 8:00pm with a karakia.

83. The next BOT Meeting will be held on May 25, 2022.